

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR - PLATA)

CUSTODIAN SUPERVISOR III (CORRECTIONAL FACILITY) DC15/2000 – Exam Code: 8RC24



OPEN - (SPOT EXAM FOR SAN QUENTIN STATE PRISON)

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

EXAMINATION BASE	OPEN SPOT FOR SAN QUENTIN STATE PRISON IN MARIN COUNTY
WHO CAN APPLY	Applicants who meet the meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis.
HOW TO APPLY	<p>Submit Examination Application (Std. Form 678)</p> <p>By mail: or In person:</p> <p>California Prison Health Care Services (CDCR-Plata) Selection Services Section Attn: Magdalena Kilmer P.O. Box 4038, Suite 350 Sacramento, CA 95812-4038 (916) 445-1086</p> <p>California Prison Health Care Services (CDCR- Plata) Selection Services Section Attn: Magdalena Kilmer 501 J Street, Suite 350 Sacramento, CA 95814 (916) 445-1086</p> <p>If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.</p> <p>Note: The wearing of denim or gray sweats on institution grounds is prohibited.</p> <p>Note: Only Applications with an original signature will be accepted.</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD</p>
APPLICATION DEADLINE/ REQUIREMENTS	October 17, 2008 is the FINAL FILING DATE . Applications personally delivered or received via interoffice mail after 5:00 pm on the final filing date will not be accepted for any reason. All applicants must meet the experience requirements for this examination by the final filing date.
TEST DATE	It is anticipated that Qualifications Appraisal Interviews will be held during October/November 2008. NOTE: Accepted applicants will be required to bring either a photo identification card or two forms of signed identification to the examination.
SALARY RANGE(S)	As of July 1, 2007 \$2,714 - \$3,299 per month
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All Applicants must meet the minimum qualifications for this examination by the Final Filing Date.

(Continued on reverse side)

MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p style="text-align: center;">Either I</p> <p>Two years of experience in the California state service performing the duties of a Custodian Supervisor II or Custodian Supervisor II (Correctional Facility).</p> <p style="text-align: center;">Or II</p> <p>Experience: Four years of experience in janitorial work, three years of which must have been in a supervisory capacity over other employees and with responsibility for the janitorial work in a large building or group of small buildings. and</p> <p>Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p>SPECIAL PHYSICAL CHARACTERISTICS:</p> <p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of inmates or wards and/or the protection of personal and real property.</p>
EXAMINATION PLAN	<p>This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal Panel- Weighted 100%</p> <p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitiveness, relative to job demands, each competitor's:</p> <p>Scope:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Methods, materials, chemicals, disinfectants, and equipment used in janitorial work.2. Sanitation and safety measures used in the operations, cleaning, and care of equipment and work areas.3. Principles of effective supervision.4. Training methods.5. Use of Purchase orders for janitorial supplies and equipment.6. Manager's/supervisor's role in promoting equal opportunity in hiring and employee development and promotion.7. Manager's/supervisor's role in maintaining a work environment that is free of discrimination and harassment. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Plan, organize and direct the work of others.2. Conduct in-service training programs.3. Maintain inventories and make requisitions.4. Analyze situations accurately and adopt an effective course of action.5. Effectively promote equal opportunity in employment.6. Maintain a work environment that is free of discrimination and harassment.

EXAMINATION PLAN CONTINUED	Note: If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.
ELIGIBLE LIST INFORMATION	A departmental open spot eligible list will be established to fill vacancies at San Quentin State Prison in Marin County. The list will be abolished 12 months after establishment unless the needs of the service and/or conditions of the list warrant a change in this period.
POSITION DESCRIPTION AND LOCATION(S)	<p>Under direction, in a State correctional facility in the Department of Corrections and Rehabilitation, a Custodian Supervisor III (Correctional Facility) plans, organizes, and directs the cleaning and janitorial work of custodian staff. Assigns work, supervises, and gives instruction and training to janitorial employees, inmates and/or wards; evaluates their performance, and takes or recommends appropriate action; supervises the operation of janitorial machinery and equipment; makes inspections and maintains janitorial practices and standards of safety and sanitation; protects and maintains the safety of persons and property and does other related work.</p> <p>A position exists with San Quentin State Prison in Marin County.</p>
VETERANS POINTS/ CAREER CREDITS	Veteran's preference points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidate's responsibility to contact the California Prison Health Care Services Selection Services Section at (916) 445-1419 two weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board or their website at spb.ca.gov, local offices of the Employment Development Department, and the California Prison Health Care Services (CDCR-Plata) as noted on the front of this bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Prison Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled in Marin County. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service-wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CPHCS TESTING INFORMATION CALL (916) 445-1419
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cphcs.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS